

Management Analyst

CITY OF MORGAN HILL

SEPTEMBER, 2001

Reviewed February, 2005

MANAGEMENT ANALYST

DEFINITION:

Performs professional administrative and research work of a technical nature in support of the department to which it is assigned; performs other related work as assigned.

CLASS CHARACTERISTICS:

This class is distinguished from other classes by the degree of independent thought, action and judgment on assigned projects. Positions in this class report to the director or manager of the specific department to which it is assigned. Job functions listed below are comprehensive and not all functions may be assigned at any given time and functions may be divided, as determined by the director or manager.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Design and implement research projects and surveys for administrative, operational, budgeting and other functions.
2. Analyze and interpret data and prepare summary reports.
3. Develop new and revised programs, systems, procedures and methods of operation.
4. Compile materials and assist in the preparation of reports, manuals and other publications.
5. Assist with the coordination of inter-departmental and departmental activities and with outside agencies.
6. Represent the City in interdepartmental, community and professional meetings as required.
7. Prepare various public information materials including newsletters, press releases and brochures.
8. Prepare both oral and written reports, correspondence, and other text for use by department director or manager.

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9. Research City Council requests on City policies related to public works functions.
10. Prepare and monitor specified departmental activity budgets and may be assigned to oversee the development, administration and monitoring of the overall department budget and revenues.
11. Coordinate contracts including creation of Request for Proposals, bid openings, review proposals submitted, prepare staff reports to City Council to get contract approval, draft purchase order, and provide ongoing contract administration functions.
12. Maintain vehicle inventory and assist with vehicle acquisition (if assigned to the Public Works Department).
13. Assist department staff with various administrative duties.
14. Assist in monitoring and reviewing complex automated systems that provide financial, programmatic, and operational information.
15. Compile and analyze data.
16. Oversee department payables function.
17. Apply for and manage grants as directed by the department director or manager.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Analyze bills being considered by the California state legislature and other legislative issues to determine impact on department.
2. Other specified projects as assigned by supervisor.

QUALIFICATIONS:

Knowledge of:

1. Principles and practices of organization and public administration.
2. Principles, methods and practices of municipal finance, budgeting and accounting.
3. Relationships between the City, general public and other government agencies.

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Knowledge of (Continued):

4. Applicable City, county, state and federal laws, ordinances and regulations.
5. Organization and function of local government.
6. Research techniques, methods and procedures.

Skill in:

1. Reviewing organizational and administrative problems.
2. Developing and implementing goals, objectives and procedures.
3. Personal computer operations; various spreadsheet and word processing applications.
4. Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
5. Setting priorities and following-up on projects.
6. Properly interpreting and making decisions in accordance with laws, rules and policies.

Ability to:

1. Communicate clearly and concisely, both orally and in writing.
2. Establish and maintain effective working relationships with City officials and staff, residents, business representatives and other governmental agencies.
3. Represent the City effectively in meetings and with others.
4. Maintain accurate records and preparing clear, concise and competent reports, correspondence and other written materials.

JOB REQUIREMENTS:

1. Must possess a valid California Class C driver's license in compliance with

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adopted City driving standards.

2. Graduation from a four year college with major course work in public administration or a related field.
3. Two years of general administrative local government experience which includes professional-level analytical work.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Answering machine
10. Two-way radio

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/hearing
3. Seeing
4. Sitting
5. Use of fingers/manual dexterity
6. Lifting between 10 and 60 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: office conditions, 95% of the time
Outdoors: varying conditions, 5% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions

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2. Flooring: grass, dirt, rock, gravel, asphalt, etc.